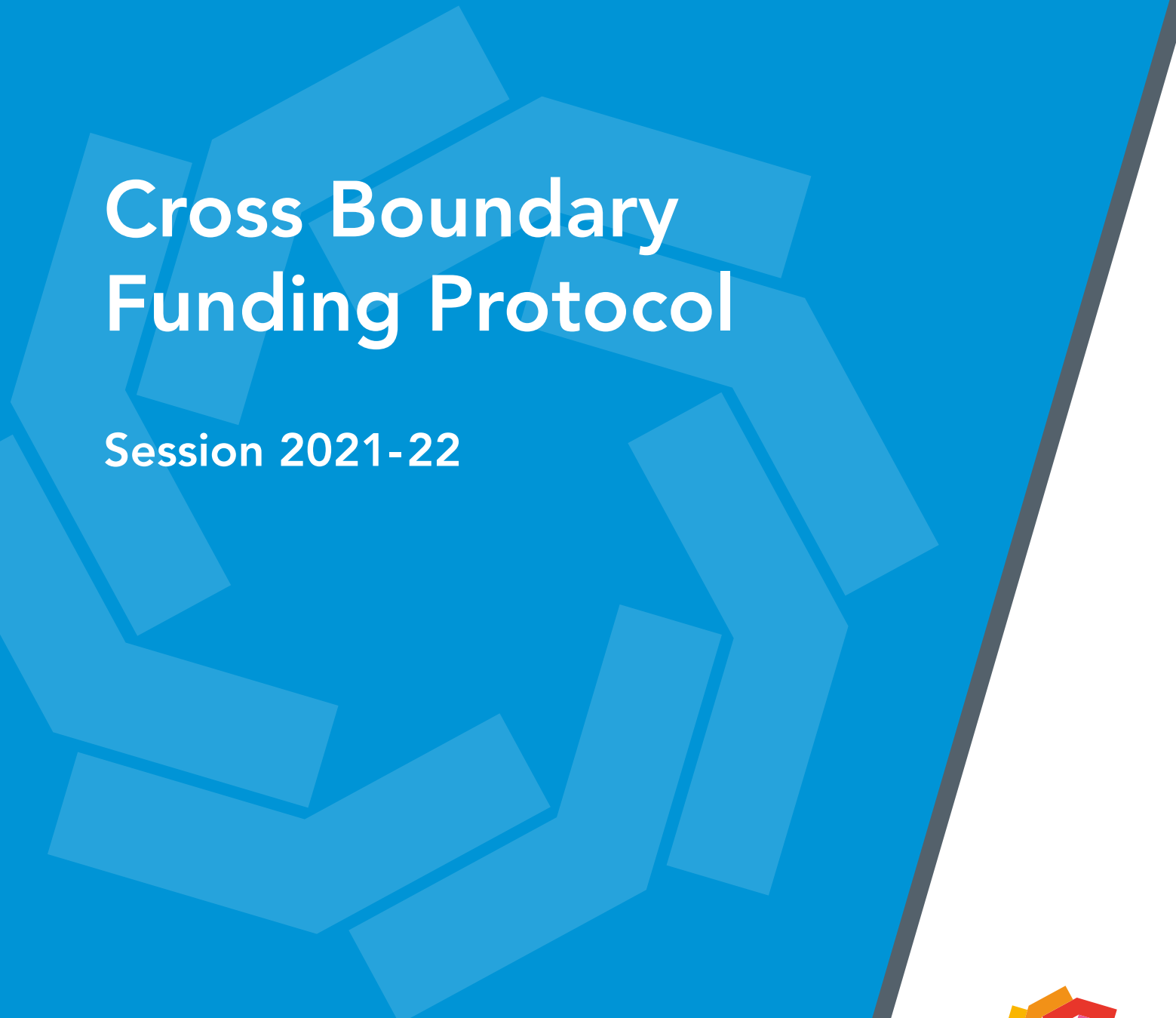




# West Partnership



## Cross Boundary Funding Protocol

Session 2021-22



**GLASGOW**  
CITY REGION  
Education



Update: August 2021

## Cross Boundary Inter - Authority Funding Protocol

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This protocol is designed to enable local authority officers to facilitate choice for parents/carers of children who are eligible for 1140 hours of Early Learning and Childcare and wish to access provision in a funded provider registered by the Care Inspectorate, irrespective of the local authority the provider operates within.

### Rationale

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*“Funding Follows the Child” is ‘provider neutral’ and is underpinned by a National Standard that all settings – regardless of whether they are in the public, private or third sector, or childminders – will have to meet in order to be able to deliver funded ELC.*

*For families this means that they will be able to access high quality funded ELC with the provider of their choice – in the public, private, third sector or a childminder - if that provider meets the criteria set out in the National Standard, wishes to deliver the funded entitlement, has a space available, is able to offer the funded hours in-line with their local authority’s ELC delivery plan (subject to the capacity of the setting), and is in contract with their local authority to deliver the funded hours.”*

(Funding Follows the Child, Scottish Government, July 2021)

### Purpose of Protocol

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From August 2021 the statutory duty is to provide 1140 hours of early learning and childcare to all eligible children. Along with this duty is the expectation that local authorities adhere to the requirements of Funding Follows the Child.

The introduction of Funding Follows the Child allows families high quality funded ELC with the provider of their choice (if that provider meets the criteria set out in the National Standard, wishes to deliver the funded entitlement, has a space available, is able to offer the funded hours in line with local ELC delivery plans subject to the settings overall capacity) and is willing to enter into a contract with the local authority.

The West Partnership Cross Boundary Funding Protocol is designed to support the implementation of Funding Follows the Child. As well as the 8 local authorities that make up the West Partnership (Glasgow, East Renfrewshire, Renfrewshire, Inverclyde, South Lanarkshire, North Lanarkshire, East Dunbartonshire and West Dunbartonshire), neighbouring local authorities in South, North and East Ayrshire and Argyll and Bute Councils are signed up to this protocol.

The commitment to this approach allows all aforementioned local authorities to work together, where physical and financial capacity allows, to support the requirements of Funding Follows the Child.

The duty for providing early learning and childcare lies with the authority where a child lives. These authorities are referred to as **resident authorities**.

In delivering on the key requirements of Funding Follows the Child, families have greater choice in how they seek to access their child’s funded entitlement; in particular where they are requesting early learning and childcare funding from a local authority that they are **not** resident in. For clarity of purpose we will refer to these authorities in which the nursery is located as **host authorities**.

Host authorities will continue to accept funding requests from non-residents.



## Procedure

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### Please Note:

**Resident Authority:** authority parent/carer and child live in.

**Host Authority:** authority in which your child attends/is seeking to attend Funded Provider setting.

**All Funded Providers:** private, voluntary, third sector and childminders in contract with the host authority to provide funded ELC

1. Parents/carers can ask a funded provider including a childminder working in partnership with any of the named authorities to make a request on their behalf to the host authority for a child to receive early learning and childcare funding. The funded provider must be in partnership with the host authority. The timing of this request should be considered to ensure it complies with existing host authority timelines for allocating funding to funded providers (details of which can be obtained from individual local authorities). Funded providers must ensure they are aware of their responsibility to apply on behalf of families and also the timeline for applications as outlined in this document.
2. A West Partnership Cross Boundary Admission Group inclusive of representatives from all participating local authorities will meet in May each year to review funding requests and agree levels of cross boundary funding for the new session commencing August. Funding requests will be granted in the first instance on a reciprocal basis: i.e. the resident authority will match the host authority with funding requests, therefore eliminating the need for payment between local authorities.
3. The funded entitlement and application process to provide up to 1140 hours will be determined by the policy within the resident authority. It is therefore imperative that local authorities share their application timeline (along with the cross boundary timeline) with others, including families.
4. Where there is an imbalance of number of children placed between host and resident authorities; negotiation will take place to agree the level of cross boundary funding, with payment rates being invoiced at the rate of the host authority.
5. The National Entitlement for children Eligible 2 years and 3-5 years for meals, snacks and milk is 1 free meal, 1 free snack and 189 mls (1/3 pints) of milk daily for children with effect from August 2021. The new Scheme for milk and snacks is underpinned by the [Milk and Healthy Snack Scheme \(Scotland\) Regulations 2021](#) which came into force on 21 March 2021. A cross boundary food funding rate has been agreed by all participating local authorities. Funding for food will be based on an hourly rate of £0.50 per hour to a maximum of 1140 hours (£570) per annum/pro rata. This rate will be provided irrespective of the funding rate set by the individual local authority.
6. Inter Authority Cross Boundary Funding requests submitted to the host authority before 28 February will be agreed at the Inter Authority Cross Boundary Admissions Group in May of each year.
7. Late applications (closing date for applications as per host authority policy) for funding received by the host authority for sharing with the Resident authority will be considered from the date the funding request is received by the host authority or effective funding date if later.
8. To ensure all local authorities work to provide best value they will closely monitor the number of children attending their funded providers, ensuring careful management of both physical and financial capacity. Therefore it should be noted that there is no guarantee that late applications will be approved.

9. Host authorities will notify their funded providers of the outcome of their request. After which, funded providers or local authorities (depending on resident authority local protocol) will notify parents/carers of the decision.
10. Cross boundary funding cannot be guaranteed by the resident authority not participating in the West Partnership Cross Boundary Funding Protocol.
11. The application process for cross boundary funding will be subject to annual review.
12. Funding Eligibility Dates:

Children aged 3 and 4 years

Parents/carers should be made aware that successful funding requests will commence with effect from the first Monday of the month following the child's 3rd birthday, irrespective of the Admission Policy of the resident authority. The application process for returning children remaining with a funded provider for a new session will be determined by the host authority. Funded providers must follow the host authority application process and ensure that information in respect of returning children is available for discussion at the Inter Authority Cross Boundary Admission Group meeting.

**All eligible 3 and 4 years olds become eligible for cross boundary funding as follows:**

<b>If your child is born on or between:</b>	<b>They will be eligible for a funded early learning &amp; childcare place from the 1st Monday of the Month of</b>
<b>March to August</b>	Autumn term (August)
<b>September</b>	October
<b>October</b>	November
<b>November</b>	December
<b>December</b>	January
<b>January</b>	February
<b>February</b>	March

#### **Children aged 2 years that meet the Criteria for Eligible 2 Funding**

**Children who meet the criteria for Eligible 2 year old funding will receive their funding the term after their 2nd birthday or, the first term after the parent starts receiving those benefits.**

- Children who are 2 between 1 March and 31 August are eligible for a funded place from August (Autumn term) occurring in that year
- Children who are 2 between 1 September and 31 December are eligible for a funded place from the start of the term in January;
- Children who are 2 between the 1 January and the last day in February are eligible for a funded place from the start of the term in April.

## Under part 6 of the Children & Young People (Scotland) Act 2014, an entitlement was introduced in August 2014 for some 2 year olds.

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Children aged 2 years are eligible for a funded place if a parent is in receipt of:

- Income Support
- Job Seeker's Allowance
- Any income related element of Employment and Support Allowance
- Incapacity or Severe Disablement Allowance
- State Pension Credit
- Child Tax Credit, but not Working Tax Credit and income is £16,480\* or less
- Child Tax Credit and Working Tax Credit and income is £7,500\* or less
- Support under part VI of the Immigration and Asylum Act 1999
- Universal Credit where household take-home pay, is £625\* a month or less

Additionally, any child aged 2 or over and is or, since they turned 2 is eligible for funded ELC where they are or have been looked after by the Council, or are the subject of a kinship care order or the subject of a guardianship order, along with children whose parents have been care experienced in the past.

\* This applies to children who have turned two on or after 1st March 2019. The income thresholds for Child Tax Credit and Working Tax Credit can vary annually, therefore you should check the following website for the most up to date information on eligibility for funded ELC <https://www.mygov.scot/childcare-costs-help/funded-early-learning-and-childcare>.

The Resident authority will be responsible for identifying if a child meets the eligible 2 criteria in accordance with the resident authority eligible 2 application process.

## Deferred Entry Cross Boundary Funding


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The application process for Deferred Entry children remaining with a funded provider for a further session will be determined by the host authority. Funded providers must follow the host authority application process and ensure that information in respect of Deferred Entry applications for returning children is available for discussion at the Inter Authority Cross Boundary Admission Group meeting. Cross Boundary Funding for Deferred Entry children will be considered for approval in accordance with the host authority application process.

## Inter Authority Cross Boundary Process Timeframe

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<b>End of February/host authority:</b>	Closing date for new session applications
<b>End of May/June:</b>	<b>Inter Authority Cross Boundary Admission Group</b> <ul style="list-style-type: none"><li>• sharing funding request information</li><li>• agreeing funding requests</li></ul>
<b>End of July:</b>	<b>Parents/carers</b> informed of funding request outcome
<b>End January/Beginning February:</b>	<b>Inter Authority Invoicing</b> for Term 1 and Term 2 of current session (current financial year)
<b>August/September:</b>	<b>Inter Authority Invoicing</b> for Term 3 of current session (following financial year)



**Please Note:** Late Cross Boundary Funding Applications can be forwarded to the host authorities throughout Session 2021/22 for consideration and information will be shared with resident authorities for funding consideration at the end of each calendar month. All applications received after the above timeline will be considered in accordance with the resident authority Admissions Policy and within the confines of resident authority physical and financial capacity, therefore there is no guarantee that funding will be available throughout the Session 2021/22.

## Quality Assurance

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This National Standard will ensure families across the West Partnership can expect a consistent, high-quality approach to ELC provision, reflecting national policy priorities. To obtain partnership status within the West Partnership all funded providers must demonstrate meeting of the National Standard. In addition, Education Scotland and the Care Inspectorate complement internal quality assurance systems within each local authority.

## Partnership Status

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It is the responsibility of individual local authorities across the West Partnership to award partnership status. The timeline and length of agreements vary across all local authorities. When agreeing cross boundary funding it is important that applications considered at the Cross Boundary Admissions Group meeting in May/June of each year only include those ELC settings that have partnership status and meet the National Standard. If partnership status is granted after this meeting then applications for funding will be considered as late requests and there is no guarantee that physical or financial capacity will allow funding to be approved.

## Financial Implications

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This Protocol is written in an attempt to minimise the administrative burden of Inter Authority Cross Boundary Funding whilst maximising parental choice in where a child is placed. Every attempt will be made to have reciprocal arrangements where there is a balance of children in and out of an education authority area. However, it is recognised that on occasions there may be an imbalance of funding requests between local authorities. This Protocol is designed to facilitate discussion and agreement and to ensure neither host nor resident authorities are held liable for funding. It should be noted that this agreement is made within the confines of resident authority budgets. No additional funding will be charged without this formal agreement and as such parents/carers and funded providers should be made fully aware of this Protocol.

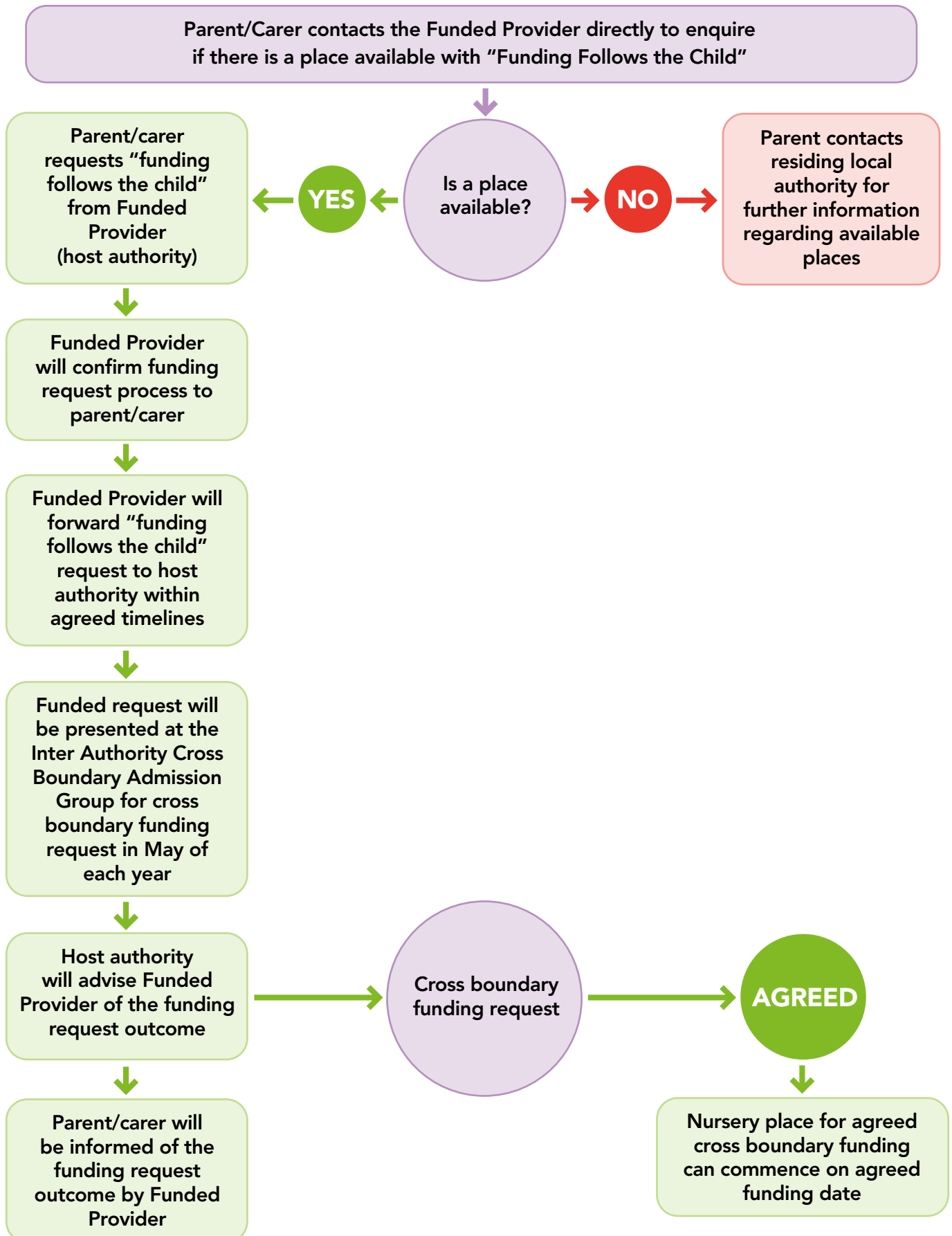
## Monitoring and Evaluation

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Host authorities will continually monitor the children attending funded provider settings, reporting any discrepancies to the resident authority immediately. Where it is apparent that parents/carers are receiving funded hours in both the resident and host authority, the parent/carer will be liable for any charges incurred by the host authority. In order to review and continually improve the West Partnership Cross Boundary Protocol, The West Partnership Early Learning and Childcare Early Years Network will evaluate this protocol for each nursery session.

## Appendix 1

# Application Process for Cross Boundary Funded Providers (As per Host Authority Application Process)



## Appendix 2

# Funded Provider Process for Cross Boundary Funding

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Funded Provider must communicate directly with parent/carer: the process and timeline for Cross Boundary Funding Follows the Child Requests



Submission of Cross Boundary Funding Request:  
Information to their local authority –  
(NAMS or resident Council process applies).  
Submission must include all information as requested  
as part of the “funding follows the child” request.



Local Authority takes cross boundary funding request to  
Inter Authority Cross Boundary Admission Group and informs  
Funded Provider of the funding start date.



Funded Provider communicates the outcome of  
cross boundary funding request to parent/carer  
in accordance with host authority process.



**APPROVED**



Place allocated and must be in line with the  
Inter Authority Cross Boundary Funding Protocol.



**All cross boundary funding requests must be presented at  
the Inter Authority Cross Boundary Funding Admissions Group.**

**Please note:  
Funded Provider should only start a child in setting when  
“funding follows the child” has been confirmed.**





## Appendix 3

XXXX Nursery  
Parent/Carer's name and address  
Date

### **Cross Boundary Funding Request: "Funding follows the child" Session 2021/2022.....**

**Early Learning and Childcare:** Child's Name and Nursery

Thank you for your cross boundary funding request for Session 2021/2022. I have passed on your request to XXXXX (insert Local Authority). Your request will be considered in accordance with their Cross Boundary Agreement with XXXXXX (insert Local Authority) and confirmation of your "funding follows the child" request will be communicated to you by end of June 2021.

Should you have any questions in respect of this request please do not hesitate in contacting me at the nursery.

Yours sincerely

# West Partnership

